



# AROUND NDE

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## Supervisor and Employee of the Year Honorees Announced

Joel Scherling was named Supervisor/Manager of the Year. Joel is the HR administrator. Henry Rodriguez was named Honorable Mention, Supervisor/Manager of the Year. Henry leads the Aid Distribution/Internal Finance Support section. Lindy Foley was named Employee of the Year. Lindy is an Education Specialist on the Special Education team. Lora Sygal was named Honorable Mention, Employee of the Year. Lora provides administrative support to the Commissioner's team. Click here for [more information about these honorees](#).



Supervisor/Manager of the Year, **Joel Scherling** with his family. L to R: daughter, Megan; Joel; son, Jared; and wife, Lorie.



Employee of the Year, **Lindy Foley** with her family. L to R: mother, Janet Kingsbury; Lindy; daughter, Addilyn; husband, Brett Foley, and father Craig Kingsbury.



Supervisor/Manager of the Year, Honorable Mention, **Henry Rodriguez** with his family. L to R: Zachary's girlfriend, Lynn Fanta; son, Zachary; Henry; and wife, Jenne.



Employee of the Year, Honorable Mention, **Lora Sygal** with her family. L to R: brother, Bryan Sygal; father, Ron Sygal; mother, Barb Sygal; Lora; sister, Angie Ross; and sister, Diana Shum.

## Rowley Receives Outstanding Alumni Award

Roxanne Rowley of Grand Island received the 2010 Outstanding Alumni Award during commencement activities this spring at Central Community College-Hastings.



Rowley earned an associate of applied science degree from the Hastings Campus in 1997 and went on to earn a bachelor's degree in management from Bellevue University in 1999.

Her relationship with CCC began in 1994 when she became one of 90 displaced workers after her employer of 12 years closed its doors. Because she understood that retraining would better prepare her to find employment, she chose to attend CCC. She enrolled in the electronics program, which was then considered a nontraditional career for a woman.

While at CCC, she accepted an opportunity to work on the grant-funded Rural Education Assistive Project and eventually became coordinator of the Assistive and Industrial Technology Center.

In 1999, the Nebraska Department of Education hired her as a technology specialist for the Nebraska Assistive Technology Partnership (ATP), the position she still holds today. The partnership is a collaboration among private, nonprofit and governmental agencies and organizations that has resulted in a comprehensive program of technology-related services for Nebraskans with disabilities. Rowley works out of the Kearney ATP office.

Rowley is the daughter of Milten and Rueberta Eickman of Hebron. She and her husband, Don, have four children: Kari, Kasey, Carsen and Brett. They also have five grandsons.

## Fall NDE Leadership Academy Dates Set

The Commissioner has announced the dates for the fall session of the NDE Leadership Academy. The sessions will be held from 9 a.m. to 4 p.m. on:

- August 18-19,
- September 15-16,
- October 13-14, &
- November 9-10.



The goals of the academy are to:

- Increase effectiveness in serving our stakeholders,
- Create an organizational culture in which EVERYONE is a leader and recognizes his/her ability to influence,
- Increase the leadership capacity within NDE, and
- Better prepare staff to meet the increased demand for leadership competencies in carrying out NDE's work.

Submit [application forms](#) to NDE Human Resources by **July 15th**. Want to know more? Check out the [Leadership Academy flyer](#) or contact Dean Folkers (471-2494) for more information.

### EnterpriseOne (NIS) Training Classes

The EnterpriseOne (formerly NIS) training calendar for July - December of 2010 has been announced. Classes are available in the following areas:

- Accounts Payable,
- Fixed Assets, and
- Procurement.



Click [here](#) for a [complete listing of courses, locations, and start times](#).

## Welcome to the Following New Employees



**Matthew Hastings**  
Program Specialist III  
Curriculum, Instr. & Innov.  
June 1, 2010

**Christine (Chris) Junker**  
Program Specialist II  
Curriculum, Instr. & Innov.  
June 1, 2010

**Patrick (Pat) Paulsen**  
Administrative Specialist II  
Finance & Org. Services  
July 1, 2010

**Elizabeth (Beth) Zillig**  
Education Specialist II  
Federal Programs  
July 1, 2010

**Not pictured: Paul Absalon & Jayme Frakes ~ WELCOME BACK!**

## Employees Achieve Certification

The following employees recently completed the requirements necessary to receive one of seven levels of certification awarded by the National Association of Educational Office Professionals. They also completed the requirements for the distinction of Certified Educational Office Employee (CEOE). Through the Professional Standards Program, members enhance their professional competencies through academic programs, conferences, and institutes. These activities enable members to take progressive steps to their desired professional growth level.



**Debe Dockhorn**  
Office Associate III  
Associate Professional,  
Option 1 Certificate & CEOE



**Denise Fisher**  
Office Associate Executive  
Advanced III, Option 1  
Certificate & CEOE



**Sue Gilleland**  
Office Associate II  
Bachelor Degree, Option 2  
Certificate & CEOE



**Linda Kamble**  
Administrative Specialist II  
Bachelor Degree, Option 2  
Certificate & CEOE

***Congratulations!***



# New NDE Logo Unveiled



It's a bird...no, it's a book...no, it's the new Nebraska Department of Education logo! The multi-faceted logo appears to some as a person with the pages of a book

creating the person's body, while others may see a bird with its "wing" pointing to the future. According to the designer's narrative, "The abstract depiction of this person creates an ageless representation, demonstrating that all stages in the life continuum— from youth to the twilight years— are touched by NDE's educational efforts. The flow of the book shape also suggests the rolling hills, plains, and agricultural lands that comprise the state of Nebraska." This is a key departure from the most recent logo (alphabet blocks being climbed by children) which suggested a greater emphasis on young children, who represent only a fraction of those served by NDE. After years of discussion around the Department, it became evident to many that it was time to create a new logo, and along with it, a new image for NDE.

The "re-branding" of NDE began back in March when a group of interested individuals met to brainstorm ideas for what the new logo should tell the world about NDE. Many professionally created logo examples were provided to the group, along with a crash-course in marketing, graphic design, and advertising psychology. Though many different thoughts and ideas were brought to light, one vision remained clear, the need to represent the diversity of the organization, and the purpose for its existence.

At the conclusion of the initial meeting, an open invitation was extended to committee members to try their hand at graphic design

and submit their ideas for consideration. Initially, a group of roughly a dozen designers brought forth a variety of designs that reflected the ideals, goals, and values of NDE as outlined by the group during their initial meeting. During the designers' presentations, the group provided feedback to each designer and encouraged them to implement the suggestions of the group for the next round of feedback.

By the next meeting, the design group had narrowed the submittals to three designs. The logo committee again critiqued the designs and sent them back to the designers for their final touches, in preparation for a final review by the committee. The logos, and descriptions written by their designers, were sent to NDE staff members during the last week of May so they could vote for their favorite.

However, the process did not terminate with the logo vote, and a subcommittee continues to work on the "branding" of NDE—from the creation of formats for letterhead, PowerPoints, business cards, and envelopes down to the specificity of the colors and font types to be used, guidelines governing the positioning of the logo, and other considerations that will be put into place to provide a seamless introduction and implementation of the new logo. These guidelines are meant to create a level of uniformity and professional presentation seen in other organizations, both education and non-education related. Due to the ongoing process of rebranding, Dr. Swisher has asked that the logo not be used until the style guide is complete, and the branding process is complete. The committee estimates that this style guide will be in place by the end of the summer.

If you have any questions regarding the new logo and style guide, contact Elisabeth Reinkordt, Katie Bieber, or Denise Fisher.

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## Tech Tips

### Printing "Bcc Addressee Only" E-mails

- Q. I sent an e-mail with addressees *only in the "bcc" row*. I need to print the e-mail to keep for a reference, but it doesn't print out the names of the recipients. Is there a way to have it print them?
- A. It can be done, but it takes a few steps.
1. Open the message
  2. Choose Tools>Forms>Design This Form
  3. By default the "Field Chooser" will show directly. If not, click the "Field Chooser" button in the Ribbon/Toolbar or choose Form>Field Chooser
  4. In "Field Chooser", click on "Frequently Used Fields" to expand the drop down list and select "Address Fields".
  5. Drag and drop the "Bcc" field from the Field Chooser under the "Cc:" field in the message.
  6. Right click on the address line of the "Bcc" field and choose "Properties".
  7. In the new dialog box, select the "Validation" tab and enable the option "Include this field for Printing and Save As".
  8. Press "OK" to save the changes and close the dialog box.
  9. Save and close the message and print it.

### Outlook Calendars



Q. When I calendar an all-day event, the time still appears as "free". How can I change this?

A. The default setting for all-day events is "free". When calendaring the event,

click on the "Show As" drop down menu and select from "Tentative, Busy or Out of Office".

## Wellness Fast Facts

Here are five fast facts about allergies from TopHealth magazine.

- ❶ If you are sensitive to pollen, wash your hair before you go to bed.
- ❷ The best time to take an antihistamine, which helps block allergic reactions, is before the symptoms start.
- ❸ Dust mites nest in area rugs and make you sneeze and itch. Place area rugs outdoors in direct sunlight for a few hours to kill the mites.
- ❹ Moving to another region of the U.S. probably won't help your allergies. People usually develop allergies to pollens and molds within a few years of moving to a new region.
- ❺ As many as 20% of Americans believe they have a food allergy, which is actually fairly rare. Most of the time, the symptoms are signs of digestive problems, food poisoning or stress.

## Changes Made to Wireless Access

NDE has wireless access to the Internet on the 6<sup>th</sup> floor of the State Office Building for all NDE conference rooms except Conference Room "A". You will need to use a hard line in Conference Room "A" for Internet access.

Beginning last month, access to the wireless Internet will require you to use your Outlook account to log in (i.e., stn\firstname.lastname); the password is the one associated with your user name. If you are planning a meeting that requires a guest to have Internet access you will need to check with Peter Gensheimer at the front desk for a guest account and password. If he is unavailable, contact Network Services. If there are contractors working on 6<sup>th</sup> floor that need wireless access on a long-term basis, please contact Network Services for an account and password. Contact Lori Henkenius with any questions.

## OPEN MEETINGS ACT



Many individuals across the Department work with advisory committees. Many such committees are “public bodies” under the Open Meetings Act and are subject to the requirements of the Act. These requirements include, but are not limited to, the following:

- Advance publicized notice of each meeting and advance availability of the agenda (see Admin. Memo #604 for public notice guidelines).
- Minutes must be taken and made available after the meeting.
- Action must be taken by roll call vote (recorded in the minutes).
- A public comment period must be scheduled at some of the meetings.
- The meeting must be open to the public unless the members vote to go into closed session for a purpose permitted by the Act. Discussion in closed session must be limited to the stated purpose. No action may be taken in the closed session.
- Some meetings may be held by videoconferencing (specific requirements apply).
- Meetings may NOT be held by telephone except in the case of a true emergency ( a circumstance that was not reasonable foreseeable and that requires immediate committee action).
- A copy of the Open Meetings Act must be posted in meeting room and its location announced at beginning of meeting.

For the specific requirements of the Act please refer to Neb. Rev. Stat. §84-1407 to 84-1414. If you have questions regarding the requirements for holding an Open Meeting, or if you are unsure whether your advisory committee is a “public body”, please contact the General Counsel’s Office.

**Remember:** Check your July paystub to ensure that the appropriate deductions are being made for the new benefit year. Contact Pam Marker if you spot an error.

## Financial/Retirement Planning Workshops Announced

The Nebraska Public Employees Retirement Systems offers two workshops to assist you with planning for your retirement. The Financial Management program is geared toward those under age 50 while the Retirement Planning program is designed for those 50 and over. Eligible employees may attend up to two sessions of each workshop.

### Financial Management (Under 50)

- Risk Management - How to protect your assets.
- Cash Management - Managing your income, budgeting, avoiding debt, improving credit scores.
- Investment Concepts - Basic steps to smart investing.
- Tax Management - Are you paying too much?
- Retirement Planning - How much will you need and how to properly save for retirement.

### Retirement Planning (50 and older)

- Comprehensive information regarding your retirement plan and your distribution options at retirement.
- A one-hour financial planning presentation.
- A one-hour estate planning presentation.

## 2010 Seminar Dates & Locations

### Financial Management - [Registration Form](#)

Lincoln - September 1, October 27  
Omaha - October 6  
Gering - September 15  
Grand Island - November 3  
Valentine - September 22  
North Platte - October 13  
Norfolk - October 20



### Retirement Planning - [Registration Form](#)

Lincoln - September 2, 29, 30, October 28, November 17, 18  
Omaha - October 7, November 10  
Grand Island - September 8, November 4  
Gering - September 16  
Valentine - September 23  
North Platte - October 14  
Norfolk - October 21

## Administrative Services Announces Service Level Reductions

Administrative Services recently announced reductions in areas such as janitorial services, mail and copy services, printed reports and HR materials, and reducing the size of the TSB cars. Major changes are summarized below.

### Reduced Janitorial Services in Properties Managed by the State Building Division

- Trash removed and carpets vacuumed on Tue. & Thu. New centrally located trash receptacles allow individuals to empty their own waste baskets, if necessary.
- Public restrooms will continue to be cleaned daily, except in the 501 Building.

### Reduced Grounds Care on Properties Managed by the State Building Division

- Mowing, watering, fertilizing, etc.



### Reduced Energy Consumption in Properties Managed by the State Building Division

- Heating/cooling setbacks, lighting setbacks, restrictions on unnecessary appliances, etc.
- Automatic systems in the NSOB will turn lights on and off at the beginning and end of each day. If you are working after hours, consider using only task lighting.
- Employees who are the last to leave are being asked to turn off the lights.

### Reduced Building Renovation and Tenant Improvement Schedules



#### Reduced Mail Center Services

- Elimination of low volume mail routes, scaled back delivery and pick up services and adjusted mail service hours.

### Reduced Copy and Print Services

- Elimination of some copiers, black and white default for all copiers, reduction in paper quality and the elimination of delivery services .

### Reduced Office Supply Bureau Services

- Agencies may be required to process more of their own orders.

### Reduced Transportation Services

- Almost 50% of the current compact fleet will be converted to sub-compacts.



### Reduced State Accounting Division Services

- Elimination of printed state accounting reports – The CAFR and Annual Budgetary Report will now only be available on the Accounting Division web site.
- Reduced Report and Form Development – Very limited funding will be available to produce new reports and forms or modifications to existing ones, unless required by law.

### Reduced State Personnel Division Services



- Reduced publication and printing for HR-related materials, including the State Employee newsletter.
- Reduced attendance at job/career fairs and reduced travel to agencies for HR-related functions.